

# **APPRENTICE/ TRAINEE GUIDELINES**

## **Apprentices/Trainees**

- WAGES:** An Apprentice/Trainee can be paid less than the wage rate listed in the wage decision for his/her work classification **if** he/she is registered in an approved apprenticeship/training program.
- PROGRAMS:** Approved programs are registered with the Department of Labor (DOL) or a DOL recognized State Apprenticeship Agency (SAC). Apprentices/trainees are paid wage rates in accordance with the wage schedule in the approved program.
- REQUIREMENTS:** If using apprentices as part of your on-site workforce, submit the following to your engaging contractor or other designee:
- A copy of the Apprenticeship Agreement and current level of advancement (include “apprentice” and the hour or percentage level with the work classification on your payroll reports); and
  - A copy of your registered/approved program wage rates and ratios.
- LIMITATIONS:** The maximum number of apprentices/trainees you can use on the job site cannot exceed the ratio of apprentices/trainees to journey workers allowed in the approved program. Ratios are applied hour-for-hour at the project site. You will be asked to pay wage restitution for ratio violations.

## **Probationary Apprentices**

Probationary Apprentices can be paid as an apprentice **if**:

- The DOL or SAC has certified that the person is eligible for probationary employment as an apprentice; and
- Verification of this is submitted to your engaging contractor or other designee.

## **Pre Apprentices** (an individual not registered in a program)

A Pre-apprentice must be paid the full journey worker rate on the wage decision for the classification of work they perform.

## **Helpers**

Helpers are not allowed to work at a lesser rate of pay on State and Federally-funded projects.

## **R.U.C.s (Residential Utility Carpenters)**

R.U.C.s are not allowed to work at a lesser rate of pay on State and Federally-funded projects.